

# Quotation Request //

## US Government Publishing Office

Southcentral Region  
infosouthcentral@gpo.gov  
Washington DC 20401-0000

**JACKET:747-008**

**Quotations are Due By:**  
**(Eastern Time)11:00 AM on 02/28/2023**

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>**  
**Contractor must provide mandatory W-9 form before GPO makes payment.**

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**TITLE:** Metal Oval Planter

**QUANTITY:** 75 imprinted galvanized metal oval planters with handles.

**SUBMISSION OF QUOTES:** Vendor to submit quotes via Quick Quote (<https://contractorconnection.gpo.gov/OpenJobs.aspx>). Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to Jim Hunt at GPO Southcentral at 214-767-0451 x5.

**SUBCONTRACTING:** The contractor may make contracts for the furnishing of all or any part of the supplies or work specified. Accordingly, Contract Clause 6, "Subcontracts," of GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 6 01)), does not apply to this procurement.

**BUY AMERICAN ACT:** In compliance with Contract Terms 310.2 (Rev. 01-18), Contractor must state within quote submitted either that the end product is a Domestic end product or a Foreign end product as defined in Contract Clause 37 for the requested promotional item. Domestic end product or Foreign end product must be indicated indicate in the comments field when submitting Quotes using Contractor Connect. The contractor shall indicate product of unknown origin when it is unknown if the product offered is a domestic end product; in that instance, GPO will consider the quote as a Foreign end product, in accordance with Contract Terms, Certifications C-2 (Buy American Certification), that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

**TRIM SIZE:** See Description

**PAGES:** See Description

**SCHEDULE:**

Furnished Material will be available for pickup by 03/01/2023

Deliver complete (to arrive at destination) by 05/05/2023

F.O.B. destination

Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail sent to [brandon.e.ruddell.mil@army.mil](mailto:brandon.e.ruddell.mil@army.mil) and [jhunt@gpo.gov](mailto:jhunt@gpo.gov).

The subject line of this message shall be "Distribution Notice for Jacket 747-008, Req. 3-00044". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

All expenses incidental to picking up and returning materials, and furnishing samples must be borne by the contractor. Also, refer to Articles 5 and 6, Supplemental Specifications, GPO Contract Terms, Publication 310.2, revised January 2018.

**QUALITY LEVEL:** N Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

**DESCRIPTION:**

Galvanized metal oval planters with handles. Imprint an agency logo in black, Pantone 123 (yellow) and opaque white, centered on the front. Maximize imprint area. See Atch A.

Must have the following features:

- Galvanized metal
- Dimensions: 11.8" x 5-1/2" x 4"
- Handled on each end
- Color: Galvanized metal (silver)

**NOTE:** Image must be imprinted directly to planter. Labels or stickers will not be accepted.

This specification includes attachment(s) that is/are an integral part of the specifications.

Note: Contractors receiving this specification via fax machine will need to go on-line to the 'Online Small Purchase Opportunities' link within the GPO Contractor Connection section at the GPO web site, located at <https://contractorconnection.gpo.gov/OpenJobs.aspx> in order to download the solicitation Attachment herewith. Contractors viewing this solicitation on-line can download the Attachment by proceeding to the end of this solicitation and clicking on the "Download Attachments" link.

All parties can obtain an e-mail copy of the attachment(s) prior to quotation deadline by e-mailing [jhunt@gpo.gov](mailto:jhunt@gpo.gov) with their request. Please include jacket number in subject line, request attachments in body of e-mail, and include alternate e-mail address if other than the sending e-mail address.

No additional payment will be allowed for the correction of errors due to the failure of the contractor to examine the attachments and thoroughly understand the nature and extent of the work to be performed.

**MATERIAL FURNISHED:** Contractor to receive. A file in PNG format and Purchase Order will be emailed to contractor.

Contractor to download the "Labeling and Marking Specifications form" (GPO Form 905, R. 7-15) from [gpo.gov](http://gpo.gov), fill in appropriate blanks, and attach to shipping containers.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to the contract administrator within 24 hours of receipt of the Government furnished material.

The contractor will be responsible for creating or altering any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

When required by the Government, the contractor shall make minor revisions to the electronic files. Prior to making any revisions, the contractor shall copy the furnished files and make all changes from the copy unless otherwise indicated.

**COLOR OF INK:**

SEE DESCRIPTION

**PRINT PAGE:** See Above

**MARGINS:**

**PROOFS:**

PDF proof required:

Contractor to submit one Press Quality PDF soft proof (for content only) using the same Raster Image Processor (RIP) that will be used to produce the final printed product. PDF proof will be evaluated for text flow, image position, and color breaks. Proof will not be used for color match.

Email proofs on or before March 3, 2023.

The proofs will be checked for quality and compliance with these specifications, approved or approved with comments and the contractor will be notified within ONE (1) workday after receipt. If, in the opinion of the GPO and/or Department, the proofs are not a true representation of the furnished copy, or contain noticeable defects they will be rejected must be corrected and reproofed at no additional expense to the Government. The schedule stated elsewhere in these specifications CANNOT be extended to allow for such reproofing.

Email proofs to brandon.e.ruddell.mil@army.mil and jhunt@gpo.gov. Jacket number 747-008 must be in subject line.

**PACKING:**

Pack to ensure no damage occurs to product during transit. Identify carton quantity on exterior carton labels. Properly marked boxes may ship in the same container. Containers may not weight more than 40 lbs.

Cartons must be of suitable strength for at least one reshipment.

NOTE: All shipping containers require a container label. Complete a copy of the furnished shipping label(s) (GPO Form 905) and affix one to each shipping container according to the instruction at the top of the carton label sheet (make additional copies as necessary).

Suitable Pack NTE 40 lb. per shipping container.

**DISTRIBUTION:**

All shipments must be via traceable means.

\*\*\*INSIDE DELIVERY REQUIRED\*\*\*

Oklahoma National Guard RRB  
2550 N Air Depot Blvd  
Oklahoma City, OK 73141

-----75 imprinted galvanized metal oval planters.

All GPO publications referenced in these specifications are available on the internet via the GPO web-site, <https://www.contractorconnection.gpo.gov>.

**PAYMENT:** Submitting invoices for payment via the GPO fax gateway (if no samples are required)

utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:  
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>

**COMPLIANCE REPORTING:** Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to: [brandon.e.ruddell.mil@army.mil](mailto:brandon.e.ruddell.mil@army.mil) and to: [infosouthcentral@gpo.gov](mailto:infosouthcentral@gpo.gov). The subject line of this message shall be "Distribution Notice for Jacket 747-008, Req 3-00044". The notice must provide all applicable tracking numbers, shipping method, and title. Contractor must be able to provide copies of all delivery, mailing, and shipping receipts upon agency request.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site preaward survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

**Attachment(s):** Attachment(s) is/are part of the specification, click 'Download Attachment(s)' link below to view and print the attachments that are part of these specifications.

**Download Attachment(s):** <http://contractorconnection.gpo.gov/download.aspx?Jacket=747008>